

Scoil Mhuire, Coolcotts, Wexford

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Scoil Mhuire School Tours & Outings Policy

Introduction

This policy applies to all staff and pupils on school tours and outings.

Rationale

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017 and the Child Protection Procedures for Primary and Post Primary Schools 2017, the Board of Management of Scoil Mhuire, Coolcotts has agreed to the School Tours and Outings Policy set out in this document.

The need for this policy arises due to children being exposed to a wide variety of different experiences while on school outings, and the necessity to have a framework for best practice in place to cover all eventualities.

Tours and outings are part of our curriculum throughout the year, for example going to the library, to the church and walking to playgrounds, the band outing to Tesco and all of these are very valuable. This tour is with the year group and is invaluable for being part of a class and part of a year group.

Aims

- To ensure all practical possibilities are covered in reducing the exposure of pupils to risk on school outings.
- To provide guidelines for school outings which will contribute towards an enjoyable, educational experience for our pupils.

Content:

Tours

Year Groups often, though not always, go on tour together. Tours usually take place during May and June. They are structured in such a way as to provide an educational aspect in addition to an entertainment and recreational value. All tours from Junior Infants to 6th Classes are a one-day trip of varying duration suitable to the age group.

Parents and Guardians are given an information sheet detailing different aspects of the tour (location, activities, departure/return times, etc) and outlining requirements pertinent to the tour (good footwear for a walk in the forest, swimwear for a visit to a pool, sun cream on a warm day,

and so on). They are required to sign a permission slip allowing their child to go on the tour. The decision whether to wear the school uniform or not rests with the class teacher.

In general, the ratio of teachers to pupils on school tours will be 1:12. (In Rainbow the preferred ratio is 1 adult to 1.5 pupils with a maximum ratio of 1 adult to 2 pupils) SEN pupils' requirements will be carefully considered to ensure that adequate assistance and supervision is afforded. This may result in a Special Needs Assistant going on the tour.

Pupils are reminded that the school rules apply when on tour:

- Follow instructions at all times
- Mobile phones are not allowed
- Be respectful at all times (RESPECT Code applies)
- Remain seated with safety belt on whilst on the bus
- The consumption of food or drinks on the bus is at the discretion of the teacher in conjunction with the bus driver

The lead teacher (usually the class teacher) will ensure that he/she has:

- A mobile phone
- Contact details for each pupil
- A fully-equipped First Aid Kit
- Specific medical requirements for any pupil (eg. inhaler)

Cost

The teachers/school will ensure that the cost of the tour is reasonable and represents value for money.

Pupils will be advised by their teacher as to the upper limit of spending money which they may bring with them.

Any pupil, who withdraws from a tour after a deposit or full monies have been paid, may not be entitled to a refund. A pupil, who is not allowed to travel for disciplinary reasons which occur following payment of a deposit or full amount, may not be entitled to a refund.

School Trips & Outings

The same guidelines and expectations apply for outings of any nature from the school. The various categories of outings include sporting events, swimming, gymnastics, Clonard Church visits, trips to Wexford Town (Library, Opera House, Historical Walks, Treats), historical trips (The Heritage Park, Dunbrody Famine Ship, etc.), Secondary School visits and Team Treats to Curracloe Beach, JFK Arboretum, etc. This list is not exhaustive.

All such trips and outings will be adequately supervised. At least one teacher will always be present on the trip. On occasion there may be more than one teacher or alternatively a Special Needs Assistant may be present. In general, on all trips outside the school, a ratio of approximately 1 adult to 12 pupils will apply. (Again for Rainbow the preferred ratio is 1 adult to 1.5 pupils with a maximum ratio of 1 adult to 2 pupils)

Notes

1. SEN pupils' requirements will be carefully considered for all trips to ensure adequate supervision is afforded.
2. Swimming: Supervision cover applies on the journey to and from the swimming pool. However, whilst present on the premises if they are needed, Scoil Mhuire staff do not

actively supervise pool activities (on rare occasions there may be an exception to this if a special needs pupil needs teacher\SNA assistance in the water), but do supervise the changing room facilities.

3. Walking to Clonard Church, the College Field or activities in Wexford town (eg the Library). A ratio of approximately 1 adult to 12 pupils applies. The rules of the road and the importance of following adult instructions will be emphasised.
4. On occasion, usually due to a recent injury or an additional need, the Principal or Deputy Principal may have to bring a pupil in her\his car to and from an event. On such occasions another adult (Teacher\SNA) will be present in the car.

Record Keeping

Any incidents\accidents which occur on a school tour\outing will be recorded by the tour leader on Aladdin as soon as is practically possible.

Policies to be considered in conjunction with this Policy

Health & Safety Policy

ICT Policy

- [W Child Safeguarding Statement 2024-2025.docx](#)
- [W BÍ Cineálta Policy 2025.docx](#)
- [W Code of Behaviour 2025.docx](#)
- [W Communications Policy 2025 .docx](#)
- [W Internet Acceptable Usage Policy 2025.docx](#)
- [W School Attendance Strategy.docx](#)
- [W Smartphone & Device Policy 2025.docx](#)
- [☰ SMC Tours\Outings Policy 2025](#)
- [☰ Supervision Policy 2025](#)

Success Criteria and Review

- Ensuring a safe, supervised, enjoyable school outing.
- Altering or adjusting procedures as appropriate.

This policy was ratified by The Board of Management, Scoil Mhuire, Coolcotts on 5th June, 2018 and will be reviewed again in 2027, or before that if required.

Signed Breda Meagher
Chairperson of Board of Management
Date: 30 July 2025

Signed Karina McKiernan
Principal/Secretary to Board of Management
Date: 30 July 2025